

EXHIBIT TWO

ENROLLMENT AGREEMENT CHECKLIST



Must be a completed enrollment agreement!



Name and Address of the School: The name and address of the school that appears on the agreement must be the official name and address reported in this application.



Name of the program in which the student is enrolling.



Beginning date of instruction.



Length of the period of enrollment: Defined to be the time to which a student commits for completion of a course or program.



Cost of all charges made by the school during the period of enrollment.



Conditions of payment: Meaning a description of when payments to the school are due and for what amount, regardless of the sources of funding, and additional fees for alternative payment plans.



Cancellation Policy: The cancellation policy must provide for a period during which an enrollment or admission agreement may be cancelled by the student with refund of all money paid. That cancellation period may not be less than three (3) days, exclusive of Saturday, Sunday and holidays. This statement of the cancellation policy should be consistent with the catalog.



Refund Policy: The refund policy must provide for a reasonable refund formula through at least one-half of the enrollment period. The policy must specify a maximum time lapse for the refund to be made, any conditions under which there would be no refund, or any conditions under which a refund would be made to a third party.



Signature of the student and the **date of signing.**



Signature of an authorized school representative and the **date of signing.**